

COMBINED GENERAL AND VERBATIM INSTRUCTIONSFor theADMINISTRATION OF NAVY-WIDE ADVANCEMENT EXAMINATIONS FORACTIVE DUTY AND NAVAL RESERVISTS NOT ON ACTIVE DUTY (E-4 - E-7)

These instructions are applicable to all pay grades E-4 through E-7 examination cycles and will remain in effect until superseded. These instructions should be filed with the Advancement Manual (BUPERSINST 1430.16E) so they will be available for use in subsequent examination cycles. Additional copies of these instructions are available at NETPDTC's web site (<http://www.advancement.cnet.navy.mil>) or by writing to Commanding Officer, NETPDTC N321, 6490 Saufley Field Road, Pensacola, FL 32509-5240.

- I. Description of NETPDTC 1430/2 Answer Sheet (Red)
- II. Instructions to the Education Services Officer (ESO) Prior to Administration
- III. Verbatim Instructions to Candidates
- IV. Post-administration Instructions

I. Description of NETPDTC 1430/2 Answer Sheet (Red): The NETPDTC 1430/2 (Rev 9-2000) Answer Sheet is red and supersedes all other answer sheets. It is the only answer sheet acceptable by NETPDTC. The matching worksheet form is NETPDTC 1430/3 (Rev 6/01) (available for downloading at (<http://advancement.cnet.navy.mil/>)). When completing the NETPDTC 1430/2 Answer Sheet, which is designed for scoring on an optical scanner, ensure you follow directions as they are given. The optical scanner is very sensitive. Any unnecessary marks appearing on the sheet may cause erroneous scoring. ***Under no circumstances should the answer sheet be folded, stapled, spindled or mutilated.***

II. Instructions to the Education Services Officer (ESO) Prior to Administration: It is important to maintain standardized test procedures. Personnel supervising examinations should be thoroughly familiar with these instructions before the examinations are administered. The examinations must be monitored continuously. Proctors should walk about the room to guard against cheating. The following preparations should be made:

- a. Provide an adequate supply of ***soft black-lead*** pencils (***#2 hardness or electrographic***) with erasers. No other marking device shall be used.
- b. Provide an adequate supply of scratch paper.

c. Provide an adequate supply of answer sheets (NETPDTC 1430/2) (Rev 9-2000) (Red).

d. Provide an adequate supply of Advancement Examination Feedback sheets. One Advancement Examination Feedback sheet is part of the examination materials for each candidate. Do not return feedback sheets to NETPDTC with answer sheets. They are to be destroyed locally.

e. Ensure the following materials are available or allowed for candidates participating in the indicated rating:

(1) Bearing Rate Slide Rule	FT, STS
(2) Nautical Slide Rule	FT, MN, ETV(SS)
(3) Towed Array D/E Range Finder	STS
(4) At least three sheets of DMA Form 5090 (Maneuvering Board Paper), parallel rulers and dividers	BM, ETV(SS), EW, FT, MN, OS, QM, SM
(5) Two sheets of musical manuscript paper (note 1)	MU
(6) Calculator for Vertical Aerial photography (note 2)	PH
(7) Speed solver	FT, STS

Notes: 1. Any candidate may use log tables and slide rules. Musicians are NOT authorized to use **musical slide rules**.

2. All exam candidates may use solar or battery-powered, hand-held electronic calculators of any key configuration so long as they are capable of displaying only a single line of numeric and mathematical characters. Graphing calculators, calculators capable of displaying running text, mini-laptop computers and similar items supporting information storage and retrieval are NOT authorized. Each candidate must provide a calculator for his/her own use. Exam proctors should satisfy themselves that the calculator is for mathematical use only and will NOT be used for retrieving or storing text.

3. Seabee calculator use: Seabee ratings are NOT authorized to use preprogrammed construction, electrician, plumbing and other calculators designed specifically for tradesman use (such as the Construction Master IV). Engineering Aide (EA) candidates are authorized to use general scientific calculators that are not programmable.

4. No other material or instruments will be brought into the examining room.

f. Ensure proctors are thoroughly instructed regarding the verbatim and monitoring procedures. Proctors shall be assigned to assist the ESO in sufficient numbers to achieve a ratio of at least one proctor for every 25 candidates.

g. Ensure the five-digit-UIC (Unit Identification Code) for the activity is available to the candidate for block 11 of the answer sheet. (The UIC can be found in the Navy Comptroller Manual, Volume 2, and Chapter 5.) If you have a candidate who is attached to or enroute to another command and the UIC of the command is unknown, call NETPDTC (DSN 922-1252, COML 850-452-1252) for the correct UIC.

h. To help prevent cheating, examination booklets **MUST NOT** be placed on desks or tables prior to candidates reporting to the examination area. Ensure candidates' United States Uniformed Services Identification Card (I.D.) cards are examined and compared with the list of candidates before distributing examinations.

i. Ensure the surface being used has a hard top upon which the answer sheets can be properly marked. Because the answer sheets are optically scanned when processed, ensure that the answer sheet is not marked on any soft surface, such as tablecloths or oilcloths.

2. When candidates receive their examination materials and are seated, examiners should read aloud the Verbatim Instructions that set forth step-by-step procedures for completing the information portion of the answer sheet and the method for answering questions. Examiners should read the Verbatim Instructions **WORD FOR WORD, DISTINCTLY AND SLOWLY**. Proctors should assist the examiner by checking the candidates' markings. Allow sufficient time for the candidates to follow instructions.

3. There may be instances when a candidate feels the information on the worksheet is incorrect. In such a case, advise the candidate to circle the information on the **Worksheet** and bring it to the attention of a proctor when he/she finishes the examination. Have the candidate enter the information on the answer sheet as it appears on the worksheet, whether or not he/she thinks it is correct. When there are mistakes, the ESO must take corrective action as outlined in Part IV, subparagraphs a and b of these instructions.

### III. Verbatim Instructions to Candidates

Upper case letters indicate that portion which is to be read aloud to the candidates. **Bold** letters indicate that portion which is to be given extra verbal emphasis.

**WAIT FOR INSTRUCTIONS** BEFORE COMPLETING ANY BLOCKS ON YOUR ANSWER SHEET. I REPEAT, **WAIT FOR INSTRUCTIONS** BEFORE COMPLETING ANY BLOCKS ON YOUR ANSWER SHEET! ACCURACY IN FILLING OUT YOUR ANSWER SHEET IS REQUIRED SO THAT YOUR ANSWER SHEET CAN BE PROPERLY SCORED BY THE NAVY ADVANCEMENT CENTER.

YOU SHOULD HAVE IN FRONT OF YOU AN EXAMINATION ENVELOPE, A WORKSHEET, AN ANSWER SHEET, A EXAMINATION FEEDBACK SHEET, A SOFT NUMBER TWO OR ELECTROGRAPHIC BLACK LEAD PENCIL WITH AN ERASER, AND SCRATCH PAPER. IF YOU DO NOT HAVE THESE ITEMS, RAISE YOUR HAND AND A PROCTOR WILL ASSIST YOU.

Pause and make sure all candidates have been assisted.

NO MATERIAL IS ALLOWED IN THE EXAMINING ROOM OTHER THAN THAT WHICH WE HAVE PROVIDED OR ALLOWED. IF YOU HAVE OTHER MATERIAL, PLEASE RAISE YOUR HAND. A PROCTOR WILL COLLECT THE MATERIAL AND HOLD IT FOR YOU UNTIL YOU HAVE COMPLETED YOUR EXAMINATION. BATTERY OR SOLAR POWERED CALCULATORS, SLIDE RULES, LOG TABLES, SPEED SOLVERS, BEARING RATE COMPUTERS OR ANY OTHER MATERIALS SPECIFICALLY PROVIDED BY OR APPROVED BY THE ESO ARE THE ONLY EXCEPTIONS.

(Ref to paragraph II.e. of this verbatim and current Cycle NAVADMIN)

THE ONLY ANSWER SHEET CURRENTLY IN USE IS NETPDTC 1430/2 (RED). BLOCK NUMBERS AND TITLES ON THIS ANSWER SHEET CORRESPOND WITH THE BLOCK NUMBERS AND TITLES ON YOUR WORKSHEET. CAREFULLY CHECK BLOCK TITLES ON YOUR ANSWER SHEET BEFORE ENTERING ANY INFORMATION.

**DO NOT BEND, FOLD OR MUTILATE YOUR ANSWER SHEET. DO NOT** MAKE ANY UNNECESSARY MARKS ON YOUR ANSWER SHEET. IF YOU MAKE AN ERROR, **MAKE SURE THAT YOU ERASE IT THOROUGHLY.** UNNECESSARY MARKS CAN AFFECT THE PROPER SCORING OF YOUR EXAMINATION.

IF YOU THINK ANY INFORMATION ON YOUR WORKSHEET IS WRONG, CIRCLE IT ON THE **WORKSHEET. I REPEAT,** CIRCLE IT ON THE **WORKSHEET,** AND BRING IT TO THE ATTENTION OF A PROCTOR WHEN YOU **FINISH** YOUR EXAMINATION. ENTER THE INFORMATION ON YOUR **ANSWER SHEET** WHETHER YOU THINK IT IS CORRECT OR NOT.

TAKE YOUR ANSWER SHEET AND PLACE IT IN FRONT OF YOU WITH HEAVY BLACK DASH MARKS ON YOUR LEFT.

WE WILL NOW START FILLING IN THE ANSWER SHEET.

**NAME (LAST, FIRST, MIDDLE)** (BLOCK 1)

PRINT YOUR LAST NAME, **SKIP** A SPACE, THEN PRINT YOUR FIRST NAME, **SKIP** A SPACE AND THEN PRINT YOUR MIDDLE NAME IF YOU HAVE ONE. IF YOUR FULL NAME IS TOO LONG FOR THE SPACE ALLOWED, ENTER AS MUCH OF YOUR NAME AS POSSIBLE. USE NO PERIODS, COMMAS, OR HYPHENS AND **DO NOT** INCLUDE **JR, SR, III,** ETC. IN THIS BLOCK. **DO NOT** SKIP A SPACE IN YOUR LAST NAME. FOR EXAMPLE, FOR DE MARCO, "D" "E" SPACE "M" "A" "R" "C" "O" ENTER DEMARCO WITHOUT A SPACE. BLACKEN IN THE CORRESPONDING LETTERS IN THE VERTICAL COLUMNS. IN THE CASE OF SKIPPED OR BLANK SPACES, **DO NOT,** I REPEAT, **DO NOT** BLACKEN IN ANY CIRCLES.

**SOCIAL SECURITY NUMBER** (Block 2)

ENTER YOUR SOCIAL SECURITY NUMBER IN THE SPACES PROVIDED. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS.

**Note to ESO:** Caution candidates to take extra care when darkening in the numbers. There are many problems with candidates darkening in "zero" instead of "one" and vice versa.

**EXAM RATE** (Block 3)

THE EXAM RATE FOR WHICH YOU ARE PARTICIPATING CAN BE SEEN ON THE FRONT PAGE OF YOUR EXAMINATION BOOKLET. IF THE EXAM RATE ON YOUR WORKSHEET IS NOT THE SAME AS THE EXAM RATE ON YOUR EXAMINATION BOOKLET, RAISE YOUR HAND. PRINT THE RATING PORTION; FOR EXAMPLE, "ETV", "BU", "HM", "MMW" OR "YN" OF YOUR EXAMINATION RATE IN THE FIRST TWO OR THREE SPACES OF THE "EXAM RATE" BLOCK. THEN PRINT THE PETTY OFFICER LEVEL OF YOUR EXAM RATE IN THE NEXT TO LAST SPACE, FOR EXAMPLE: "C", "3", "2" OR "1." BLACKEN IN THE CORRESPONDING LETTERS AND NUMBERS IN THE VERTICAL COLUMNS. IN THE CASE OF SKIPPED OR BLANK SPACES, **DO NOT** BLACKEN IN ANY CIRCLES. (**ENSURE THE EXAM RATE IS ENTERED AS IT APPEARS ON YOUR EXAMINATION BOOKLET.**) IF THE WRONG EXAM RATE IS ENTERED, YOUR EXAMINATION WILL BE INCORRECTLY SCORED.

**CYCLE** (Block 4)

THIS BLOCK IDENTIFIES THE EXAMINATION CYCLE. REFER TO THE "CYCLE" BLOCK ON YOUR WORKSHEET AND ENTER THE THREE-DIGIT-NUMBER IN THE "CYCLE" BLOCK OF YOUR ANSWER SHEET; YOUR CYCLE NUMBER IS: XXX. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS.

**Note to ESO:** All candidates should have the same number in this block of the answer sheet, as announced in the current CNO NAVADMIN message. XXX - provide correct cycle number to candidates.

**EXAM SERIAL** (Block 5)

THIS BLOCK IDENTIFIES THE SEVEN-DIGIT-EXAMINATION-SERIAL NUMBER OF YOUR EXAM BOOKLET. THIS NUMBER IS ON THE FRONT COVER OF YOUR EXAMINATION BOOKLET. ENTER THAT SEVEN-DIGIT-NUMBER IN THE "EXAM SERIAL" BLOCKS. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. (**THIS SERIAL NUMBER SHALL NOT BE OBTAINED FROM ANY SOURCE OTHER THAN THE EXAMINATION BOOKLET. IF THE WRONG SERIAL NUMBER IS ENTERED ON YOUR ANSWER SHEET, YOUR EXAMINATION WILL BE SCORED INCORRECTLY.**)

**E-8/9 CANDIDATES ONLY** (Block 6)

LEAVE THIS BLOCK BLANK

**FILL IN IF APPLICABLE** (Block 7)

REFER TO THE "FILL IN IF APPLICABLE" BLOCK OF YOUR WORKSHEET. IF ONE OR MORE OF THESE CIRCLES ARE FILLED IN, BLACKEN THE CORRESPONDING CIRCLE ON YOUR ANSWER SHEET. FOR EXAMPLE, A CANDIDATE WHO IS TAKING THE CHIEF PETTY OFFICER EXAMINATION **ONLY** FOR LDO ELIGIBILITY, DARKEN IN LDO CANDIDATE BLOCK. IF CANDIDATE IS TO BE CONSIDERED FOR CPO BOARD AND LDO AND HAS TIR WAIVER, **DO NOT** BLACKEN IN LDO CANDIDATE BLOCK.

IF "N, A OR C SCHOOL" IS MARKED ON YOUR WORKSHEET, BLACKEN THE CIRCLE OR CIRCLES ON YOUR ANSWER SHEET THAT CORRESPONDS WITH THE SCHOOLS INDICATED. IF NO SCHOOLS ARE INDICATED ON YOUR WORKSHEET, LEAVE THE CORRESPONDING BLOCKS OF YOUR ANSWER SHEET BLANK.

**Note to ESO:** If a candidate attended an "A" or "C" School which is NOT related to the examination rate being taken, DO NOT annotate that school in this block.

**AWARDS** (Block 8)

**Note to ESO:** Awards count only for E-4/E-5/E-6 candidates' final multiple score. E-7 candidates leave this block blank.

REFER TO THE "AWARDS" BLOCK OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE AWARDS FACTOR SHOWN ON THE WORKSHEET. THE AWARDS FACTOR IS A TWO-DIGIT-NUMBER AND TWO DIGITS **MUST** BE ENTERED. FOR EXAMPLE, IF YOU HAVE AN AWARDS FACTOR OF TWO, ENTER ZERO-TWO IN THIS BLOCK. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. IF THE "AWARDS" BLOCK OF YOUR WORKSHEET IS BLANK, LEAVE THIS BLOCK BLANK.

**PERFORMANCE AVERAGE** (Block 9)

REFER TO THE "PERFORMANCE AVERAGE" BLOCK OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE PERFORMANCE MARK AVERAGE SHOWN ON THE WORKSHEET. THIS IS A THREE-DIGIT-NUMBER AND THREE DIGITS **MUST** BE ENTERED. FOR EXAMPLE, A PERFORMANCE MARK AVERAGE OF THREE-POINT-FIVE SHOULD BE ENTERED AS THREE-FIVE-ZERO. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. IF NO PERFORMANCE MARK AVERAGE IS ON YOUR WORKSHEET, BRING THIS FACT TO THE ATTENTION OF THE EXAMINER BECAUSE ALL CANDIDATES **MUST** HAVE A PERFORMANCE MARK AVERAGE TO COMPUTE A FINAL MULTIPLE AND PUBLISH VALID EXAMINATION RESULTS.

**TODAYS DATE** (Block 10)

THIS IS TODAY'S DATE. STARTING WITH THE FIRST TWO BLOCKS ON THE LEFT ENTER THE LAST TWO DIGITS OF THE YEAR. FOR EXAMPLE 2002 BLACKEN IN 02. THE NEXT TWO BLOCKS ARE THE MONTH. JANUARY WOULD BE 01 MONTH AND SEPTEMBER WOULD BE 09 MONTH. THE LAST TWO BLOCKS ARE TODAY'S DATE. FOR EXAMPLE SEP 20, BLACKEN IN 20.

**PERMANENT DUTY STATION UIC** (Block 11)

THIS BLOCK INDICATES YOUR COMMAND'S FIVE-DIGIT UNIT IDENTIFICATION CODE (UIC). REFER TO THE "PERM DUSTA UIC" BLOCK OF YOUR WORKSHEET. STARTING WITH THE FIRST BLOCK TO THE LEFT, ENTER ON YOUR ANSWER SHEET THE UIC SHOWN ON YOUR WORKSHEET. IF YOUR UIC CONTAINS THE LETTER "A" OR "S," ENTER THE LETTER IN THE LAST COLUMN OF THIS BLOCK. BLACKEN IN THE CORRESPONDING NUMBERS/LETTER IN THE VERTICAL COLUMNS. IF ANYONE IS HAVING A PERMANENT CHANGE OF STATION (PCS) WITHIN NEXT TWO OR THREE MONTHS, CIRCLE PERMANENT DUTY STATION ON YOUR **WORKSHEET**.

**Note to ESO:** If individual is transferring within next two or three months, new permanent UIC should be marked.

**For Inactive Reserve Candidates**

**Note to ESO:** If a Reserve Center is assigned an IR "S" UIC, **ONLY** this UIC is to be used for Block 7 of the examination answer sheet for Inactive

**FOR DRILLING RESERVISTS TIME** (Blocks 12 and 13)

**ACTIVE DUTY CANDIDATES LEAVE BLOCK 12 AND 13 BLANK.**

**Note to ESO:** Read instructions for Blocks 12 and 13 to drilling reservists **only**.

**TIME IN SERV** (Block 12)

REFER TO THE "TIME IN SERVICE" BLOCK OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE YEARS AND MONTHS SHOWN ON THE WORKSHEET. BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS.

**TIME IN GRADE** (Block 13)

REFER TO THE "TIME IN GRADE" BLOCK OF YOUR WORKSHEET AND ENTER ON THE ANSWER SHEET THE YEARS AND MONTHS SHOWN ON THE WORKSHEET. DARKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. IF THE "TIME IN GRADE" BLOCK OF YOUR WORKSHEET IS BLANK, LEAVE THIS BLOCK OF YOUR ANSWER SHEET BLANK.

THIS COMPLETES THE FRONT PAGE, DOUBLE-CHECK ALL ANSWER SHEET INFORMATION AND MARKS YOU HAVE MADE. SINCE AN OPTICAL SCANNER WILL SCORE THIS ANSWER SHEET, ANY MARKS, RIGHT OR WRONG, THAT YOU HAVE MADE, WILL BE RECORDED. ADDITIONALLY, THE OPTICAL SCANNER READS ONLY THE BLACKENED IN CIRCLES. MAKE SURE ALL CIRCLES ARE COMPLETELY FILLED IN WITH NO STRAY MARKS. THIS WILL HELP ELIMINATE ERRORS AND DISCREPANCIES. CAREFULLY MAKE ANY CORRECTIONS. **DO NOT FOLD, BEND OR MUTILATE** YOUR ANSWER SHEET. IF YOU HAVE ANY QUESTIONS, PLEASE RAISE YOUR HAND AND A PROCTOR WILL ASSIST YOU.

Pause and make sure all candidates have been assisted.

THE ANSWERS TO THIS 200-QUESTION EXAMINATION ARE TO BE ENTERED ON THE BACK SIDE OF YOUR ANSWER SHEET. THERE ARE SPACES FOR ANSWERS TO QUESTIONS **1** THROUGH **200**. EACH QUESTION IN THIS EXAMINATION HAS FOUR NUMBERED RESPONSES, ONLY ONE OF WHICH IS THE CORRECT ANSWER. YOU ARE TO FILL IN ONLY ONE RESPONSE FOR EACH QUESTION. ANY QUESTION ANSWERED BY TWO OR MORE RESPONSES WILL BE SCORED AS INCORRECT. ANSWER EVERY QUESTION; THE NUMBER OF CORRECT RESPONSES DETERMINES YOUR SCORE. THERE IS NO PENALTY FOR GUESSING.

YOUR EXAMINATION WAS PREPARED SOME MONTHS AGO; THEREFORE, IT MAY BE POSSIBLE THAT SOME OF THE QUESTIONS ARE NOW OBSOLETE. EVEN THOUGH A QUESTION APPEARS TO BE OBSOLETE, BLACKEN IN THE ANSWER THAT YOU BELIEVE TO BE CORRECT.

YOU WILL BE **DISQUALIFIED** IF **CAUGHT CHEATING** DURING THIS EXAMINATION OR IF EVIDENCE OF CHEATING IS DISCOVERED BY THE NAVY ADVANCEMENT CENTER. REPRODUCTION OF THIS EXAMINATION OR ANSWER SHEET IN WHOLE OR IN PART IS PROHIBITED.

YOU ALSO HAVE A SHEET OF PAPER WITH EXAMINATION FEEDBACK QUESTIONS. WHEN YOU ARE COMPLETELY FINISHED WITH THE EXAM **AND** IF THERE IS TIME REMAINING, PLEASE RESPOND TO THE QUESTIONS. ANSWER ON THE BACK OF THE ANSWER SHEET ON THE LEFT SIDE, AT BLOCKS MARKED A THROUGH Z. REMEMBER; DO NOT ANSWER THE FEEDBACK QUESTIONS UNTIL YOU HAVE COMPLETED THE ADVANCEMENT EXAMINATION. THESE RESPONSES WILL BE USED TO EVALUATE ADMINISTRATIVE PROCEDURES AND **WILL NOT**, I REPEAT **WILL NOT**, BE COUNTED IN YOUR FINAL MULTIPLE SCORE.

AS A RESULT OF THE EXTREMELY HIGH ACCURACY LEVEL OF THE SCANNING PROCESS, ANSWER SHEETS ARE NOT HAND-GRADED.

IF YOU NEED TO GO TO THE RESTROOM BEFORE BEGINNING THIS EXAMINATION, RAISE YOUR HAND.

**Note to ESO:** If there are any candidates requiring a break, a break can be given at this time. Proctors must ensure all examining materials remain in the examining room and that no examinations have been opened. Once examination booklets are opened, a break cannot be given except for individual emergencies.

NOW OPEN THE EXAMINATION ENVELOPE AND REMOVE THE EXAMINATION BOOKLET. OPEN YOUR BOOKLET AND PAGE CHECK THE EXAMINATION TO ENSURE THERE ARE NO BLANK OR MISSING PAGES AND THAT ALL PAGES ARE LEGIBLE AND CORRECTLY NUMBERED AND PERTAIN TO THE EXAMINATION FOR WHICH YOU ARE COMPETING. ENSURE YOU HAVE THE CORRECT TEST, WITH THE CORRECT SPECIALTY WHERE APPROPRIATE; I.E., ET1, ETV2, AWA3, NCR1, EMN2, MME1, MN2.

**HOWEVER, DO NOT BEGIN THE TEST UNTIL I TELL YOU TO "START THE EXAM".**

ESO: Emphasize to all candidates that they must make sure they are taking the correct exam.

Pause while these instructions are followed.

NOW, EVERYONE CLOSE YOUR BOOKLET.

DOES ANYONE NEED A REPLACEMENT BOOKLET?

If any examination booklet contains discrepancies, take the following steps:

a. Distribute other examinations if they are available, and collect the booklets containing discrepancies.

b. If spare examinations are not available, arrange for candidates to participate by using the **DUPLICATE** (A-B) method of examination (see



paragraph 607 of the Advancement Manual). "Split" exams may only be split between two candidates.

c. If neither alternative is possible, determine first whether or not there are more than 10 items of the examination missing or illegible. If more than 10 items are involved, do not use the examination, but immediately request a substitute examination by separate correspondence. If 10 or fewer items are involved, require the candidate to use the examination and complete the items that are present. A report must be made to Commanding Officer, NETPDTC, N321, 6490 Saufley Field Road, Pensacola, FL 32509-5240, concerning this matter. In case of examinations that are not administered to a candidate because of missing items, include the examination as an enclosure to the report, forward either through **Government Overnight Express (GSA contract- currently FedEx) or Registered Mail**. Include the examination in enclosure (3) to the letter of transmittal as a transferred examination.

ARE THERE ANY QUESTIONS? (If there are no questions, say: **READY. OPEN BOOKLETS. BEGIN!**)

After two and one-half hours have elapsed, say:

TWO AND ONE-HALF HOURS HAVE ELAPSED; YOU HAVE 30 MINUTES IN WHICH TO COMPLETE YOUR EXAMINATION.

After two hours and fifty minutes have elapsed, say:

TWO HOURS AND FIFTY MINUTES HAVE ELAPSED; YOU HAVE 10 MINUTES IN WHICH TO COMPLETE YOUR EXAMINATION.

After two hours and fifty-five minutes have elapsed, say:

TWO HOURS AND FIFTY-FIVE MINUTES HAVE ELAPSED; YOU HAVE 5 MINUTES IN WHICH TO COMPLETE YOUR EXAMINATION.

After three hours have elapsed, say:

**STOP!** CLOSE YOUR EXAMINATION BOOKLETS **IMMEDIATELY**, TURN IN YOUR EXAMINATION BOOKLETS, ANSWER SHEETS, SCRATCH PAPER AND ALL OTHER MATERIALS TO THE EXAMINER.

IV. Post-administration Instructions: As each candidate submits his/her examination materials, the examiner will ensure that the following items are turned in: the same examination booklet that was issued to the candidate, a worksheet, NETPDTC 1430/2 (Red) Answer Sheet, Examination Feedback Sheet, and **ALL** scratch paper, whether used or unused.

a. The answer sheets must be verified against the worksheet and checked for completeness to ensure all information has been correctly entered.

Ensure the correct bubbles have been filled-in to match the information in the upper blocks. In those cases where candidates have circled information on the NETPDTC 1430/3 Worksheet, indicating they believe information is in error, the **ESO is responsible** for verifying this information before forwarding the answer sheets to NETPDTC. If circled information is incorrect, corrections should be made to the answer sheet by the **ESO** before submission to NETPDTC. **Ensure that responses are well blackened, that any erasures are clean, and that there are no unnecessary marks on the answer sheet.** In the case of errors discovered after submitting answer sheets, take action as outlined in the Advancement Manual or as modified in the current cycle CNO NAVADMIN message.

b. Once the candidate has turned in an answer sheet, only the ESO and ESO personnel **may** have access to the answer sheets. The completed worksheet should be used to prepare the letter of transmittal. The **ESO** is responsible to ensure that the letter of transmittal is properly prepared, signed and forwarded with the answer sheets and other required enclosures to NETPDTC, N321, 6490 Saufley Field Road, Pensacola, FL 32509-5126 **via Government Overnight Express (GSA contract - currently FedEx) or registered first class mail.** In this regard, a separate letter of transmittal must be submitted for each paygrade and **forwarded within seven working days** after each examination. These mailing instructions are to be followed **exactly**. **Special care must be taken to ensure answer sheets do not become wrinkled or mutilated.** Cardboard stiffeners should be used in packaging for mailing.

**Notes:**

1. When Active Duty candidate substitute examinations are administered after the regularly scheduled dates, one letter of transmittal should be used for all paygrades for a respective administration date.

2. INACTIVE RESERVE CANDIDATES: One letter of transmittal should be used for all paygrades for a respective administration date. Answer sheets should be transmitted after each drill weekend. This enables NETPDTC to commence processing earlier. Unused examination destruction should be reported on the last transmittal letter.